



# **The Council**

## **Health and Safety Policy**

**REVIEWED JULY 2018**

### **Section 1**

#### **Policy Statement**

Ottery St Mary Town Council ('The Council') recognises that it has statutory obligations under the Health and Safety Acts to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, contractors and members of the public. It is our policy to provide information, instruction, training and supervision as needed for this purpose.

The Council also accepts the responsibility of the Health and Safety of other people who may be affected by its activities and actively seeks support from all employees, whatever their status, in the promotion of strategies and procedures to achieve the objectives of this Policy.

The Council will act as the Client for any work falling within the scope of the Construction (Design and management) Regulations 2015 and will follow the principles set out in the HSE Guidelines\*

Prior to any work commencing, the attached questionnaire will be completed by the contractor and any required documents provided

The arrangements for the implementation of this Policy are set out in Sections 2 and 3. The Policy will be kept up to date as required and to ensure this, the Policy and the way it is operated will be reviewed annually.

A copy of this Policy is issued to all employees and Councillors.

**APPROVED AT THE FULL COUNCIL MEETING ON 2<sup>ND</sup> JULY 2018**

\*HSE Leaflet INDG 411 (Rev 1) 04/15 "A Short Guide for Clients on the Construction (Design and Management) regulations 2015"

## **Section 2**

### **Day to Day Health and Safety Responsibilities**

#### **The Council**

- Should maintain an effective programme to ensure that all workplace hazards are systematically identified and appropriate measures introduced to control these hazards. Risk Assessments to be undertaken on an annual basis.
- Should maintain a Hazard management programme to be monitored and reviewed to take account of changes within the workplace.
- Should ensure all employees have the opportunity to participate in the development of good working practices, have all relevant documentation relating to Health and Safety available, receive training where relevant and are provided with the necessary information to undertake their duties safely.
- Should ensure all necessary personal protective equipment is provided to employees, that they are trained in its use and proper maintenance and storage.
- Should encourage all staff to set a high standard of health and safety management.
- Should insist that all contractors comply with the necessary health and safety standards.

#### **Employees**

- Should take responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Should co-operate with the Council to achieve a healthy and safe workplace and report any health and safety problems that arise which they are unable to resolve themselves.
- Should carry out their duties in a way that does not adversely affect their own health and safety and that of others and to ensure that personal protective equipment is used at all times if required.
- Should not misuse any equipment provided in the interests of health and safety and their welfare.
- Should undertake any training and or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.

## **Section 3**

### **Arrangements for Health and Safety Systems and Procedures**

#### **General Safety and Conduct of Employees**

- Employees are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all employees. A declaration by the employee must be read, understood and implemented by all employees. A declaration by the employee must be signed when the policy has been read and understood. Employees must not promote or participate in any action that may result in accident or injury.

#### **Accidents**

- It is the injured person's responsibility (if possible, given the nature of the injury or accident) to notify the Clerk/Deputy Clerk for recording in the accident book. Should the accident be reportable to the Health and Safety Executive this will be done by the Clerk/Assistant Clerks.

#### **First Aid**

- First Aid boxes are sited in the the Council Offices, the Meeting Room, upstairs kitchen and the Information Centre
- Qualified First Aiders: Training will be provided for the Clerk and Assistant Clerks. The Clerk and Assistant Clerks have each completed a First Aid at Work Course.

#### **Safety Training**

- All staff will be given training relating to evacuation procedures, accident procedures and availability of first aid. Other training will be carried out as the need arises and records kept.

#### **Fire Precautions**

- Fire procedures are displayed adjacent to each call point. Fire evacuation drills to be carried out annually in liaison with the Police tenants. The assembly point is the front of The Council Offices. All hirers of the Meeting Room or Council Chamber are responsible for fire procedures during the period of their letting. These are outlined on the booking form.
- The fire alarm system to be checked as directed by the installer.
- All fire extinguishers to be checked annually by a qualified company.
- All checks to be recorded in the Fire Log Book maintained by the Clerk/Assistant Clerks.

## **Electrical Safety**

- An electrical check in accordance with the Electricity at Work Regulations 1989 to be done annually.

## **Visual Display Units (VDUs)**

- All employees covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) are to be provided with the Health Executive information and training booklet “Working with VDUs” about the correct use of computers, the positioning of desk, chair, monitor etc. All employees to be made aware that their employer will provide an eye test should it be required and may provide reimbursement towards glasses if the law provides.

## **Hazardous Substances**

- Hazardous substances used by the cleaner in the Council Offices to be kept locked in a suitable cupboard. These, plus other hazardous substances to be risk assessed under COSHH.

## **Risk Assessments**

- Risk assessments to be carried out annually in the following areas:

The Council Offices, , the Information Centre, Allotments and Cemetery and other Council controlled areas as required.

The findings to be reported to the Council. Actions required to remove/control risks to be approved by the Council.

## **Female Employees of Child Bearing Age**

- Should any person in this category notify the Council of pregnancy, a risk assessment will be carried out on her work according to the requirements of the management of Health and Safety at Work Regulations 1999.

## **Policy Review**

- This Policy will be reviewed and updated following any major changes in procedures, personnel or annually whichever occurs first.  
All risk assessments and training records to be kept available for inspection.

**Declaration by \* Employee/ \*Councillor**

\*I have received a copy of the Health and Safety Executive’s “Working with VDUs” booklet. (Employee only)

\*I have received a copy of the HSE Leaflet INDG 411 (Rev 1) 04/15 “A Short Guide for Clients on the Construction (Design and Management) regulations 2015”

\*I declare that I have read and understood and will implement the Ottery St Mary Town Council’s Health and Safety Policy:

Signed:.....

Name (print): .....

Position: .....

Date: .....

## QUESTIONNAIRE TO BE COMPLETED BY THE CONTRACTOR

	Regulations	Yes	No	N/A
1	Are you clear about your responsibilities while working on Town Council premises			
2	Do your staff have the necessary skills, knowledge, training and experience to fulfil their duties			
	Please state their names:- 1			
	2.			
	3.			
	4.			
3	Do your staff have the correct tooling, resources and materials to carry out the task in a safe manner			
4	Has a client brief been issued? Do you and your staff understand what tasks are to be undertaken?			
5	Do you have suitable arrangements in place to manage health and safety throughout the project			
6	Are all the necessary permits in place			
7	Has a schedule of the key activities for the project been produced			
8	Has sufficient time been allowed to complete the key activities			
9	Is the work notifiable to the HSE under the CDM 2015 Regs			
10	Where required, have HSE been notified of commencement of work			
11	Are you satisfied that suitable welfare facilities have been provided before work starts on site			
12	Have you provided specific Risk Assessments and Method Statements for the work to be undertaken			
13	Are arrangements in place for managing and organising the project and on-site risks, including			
	1. Working at height			
	2 Collapse of structures and excavations			
	3 Exposure to building dust			
	4 Exposure to asbestos			
	5 Electricity			
	6 Hazardous substances			
	7 Lifting equipment			
	8 Confined spaces			
14	Have you been provided with information about the existing site or structure			
15	Have you provided an adequate construction phase plan			
16	Have you agreed the format and content of the health and safety file			
17	Do you have access to all necessary health and safety advice			
18	Are arrangements in place to protect council employees and members of the public from risks of construction work			
19	On completion of work will all relevant certificates be issued			

